



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Amended Statewide Job Vacancy**

POSTING #: 21-00196

TITLE: Contract Administrator 2

ISSUE DATE: 10/22/2021

TITLE CODE: 51253

CLOSING DATE: 11/12/2021

DIVISION: CPM

LOCATION: Ewing

UNIT SCOPE: T505

UNIT: Capital Program Support; Program Management Office

RANGE: P27

SALARY: \$73,296.13-\$104,363.32

POSITION: One (1)

WORK WEEK: 4E

Job Description

Under the general supervision of a supervisory official, administers and exercises review and/or approval authority over various contracts and/or grants; provides technical assistance in contract and/or grant preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract and/or grant administration; and/or processes contracts for multiple divisions, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.

Preferred Skills/Experience

- *Contract Administration
- *Mathematical and critical thinking
- *Proficiency with Microsoft Office Suite, especially Excel
- *Accuracy with work, strong organizational skills, and attention to detail
- *Excellent communication and writing skills
- *Ability to gather, analyze, interpret and develop reports on data

Education

Graduation from an accredited college or university with a Bachelor's degree.

Experience

Three (3) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year - for - year basis.

NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) years of experience involving responsibility for some aspect of contract/grant work.)

Open To The Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Contract Administrator 2 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

If you previously responded, you don't need to respond again.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
CPM, Personnel Coordinator
Department of Transportation
1035 Parkway Ave. E&O Bldg., 2nd Floor
Trenton, NJ 08625
DOT-CPM.Persomnel@dot.nj.gov

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
IS AN EQUAL OPPORTUNITY EMPLOYER**